

Council Member Job Description

Purpose: To define the requirements of ASA Council members.

Policy:

General Requirements

- Commitment to the mission and vision of the ASA.
- Attendance at all Council meetings.
- Attendance at all annual retreats, workshops, and special meetings.
- Attendance at all ASC Committee meetings.
- Attendance at both Annual General Meetings.
- Support of special events and participation in fundraising events.
- Attendance and operation of major events (First/Last Class Bash, Formal) for one hour or more
- Attend Event organizer Training provided by Student Group Services.
- Must sit on one ASC standing committee for the full academic year (APC, BRC, Activities and Awareness – committee roles outlined in policy #2.3.2).

General Duties

- Informed on organizational matters and prepared to make decisions in the best interest of members.
- Monitor, review, and recommend changes to Bylaws and Policies.
- Ensure the organization is functioning consistent with short and long term ASA goals, strategic and five year plans.
- Assist in developing and maintaining positive relations between the ASA, committees, and the external community to enhance the ASA's mission.
- Ensure effective communication between the Executive, Executive Director, standing committees, and Student Council.

Requirement

1. Shall set office times of no less than 1 hour a week for the purpose of:

- being available for constituents;
- keeping informed with current issues; and
- being available to aid Council and Executives.

2. Shall submit a mid-term and year-end report as outlines in policy 2.3.11 detailing the following:

- committees served on;
- description of Council meetings and activities;
- description of projects worked on and their outcome; and
- recommendations to future Councils and Councillors.

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Specific Councillor Job Descriptions

1. International Students' Representative

- International Students' Representative must be actively involved in the planning and execution of the International student orientation.
- The International Students' Representative must meet with the Student Services Coordinator or contact the international student office at least once a semester.
- International Students' Representative must be involved in the planning and implementation of International Week.
- Must meet with international students at least once a semester.

2. Indigenous Students' Representative

- Indigenous Students' Representative must meet with the Indigenous Student Advisor at least once a semester.
- Indigenous Students' Representative must sit on the Indigenous Student Engagement Committee.
- Must meet with indigenous students at least once a semester.